

COMMUNITIES IN SCHOOLS OF KALAMAZOO

POSITION DESCRIPTION

Position Title: After School Program Assistant

Reports to: Project Director

Exempt Position: Yes

Supervisory Position: No

Part-time: 20 hours per week

POSITION SUMMARY

Responsible for providing on-site assistance to the site coordinators and project director for the 21st CCLC after school programs. Assists with duties including, but not limited to, management of the 21st CCLC web-based database, coordination of site level tasks related to child care licensing rules, maintenance and review of inventory, purchasing equipment and supplies, and day-to-day operations tasks associated with running the after school program. Work with site coordinators on preparation for special events. In consultation with the Marketing and Development Coordinator, create flyers and other promotional materials as needed for After School events and purposes by the directors and/or site coordinators. Position is responsible for working with the project director and site coordinators to schedule his/her time across each of the after school sites and the main office. Position is 20 hours/week for 43 weeks/year.

WORKING CONDITIONS

Normal working conditions where there is no regular physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 25 pound boxes of supplies, materials, etc. to waist level. Ability to drive plus the availability of a vehicle to use for getting to each of the sites throughout the week, plus to and from meetings locally and throughout the state, and other events. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to work occasional evenings, weekends and/or early mornings in order to cover work responsibilities.

DUTIES AND RESPONSIBILITIES

- Establishes and maintains productive working relationships with all members of the CIS and site based teams, as well as with external partners, funders and regulators (MDE, DHS, etc).
- Uses time effectively. Is able to coordinate his/her time at each of the after school sites so that work hours are used efficiently and effectively.
- Keeps up-to-date licensing files in accordance with Michigan Child Care Licensing Rules. Assists the After School Coordinator in keeping current on licensing on enrollment forms and licensing files.
- Maintains an up-to-date 21st CCLC database of enrolled students and their attendance and completes reports on-time.
- Assists the After-School Coordinators to maintain effective, up-to-date tracking/data collection system for services, students and families within the after school program according to CIS and MDE requirements.
- Assists the appropriate Directors in organizing tasks associated with evaluating after school programs and services and maintaining volunteer files.
- Works effectively with the After-School Coordinators to ensure s/he is meeting the prioritized operational needs at each after school site.
- Organizes and places orders for supplies and materials following approved procedures in an efficient manner; purchases program supplies directly when required. Assists the Director in organizing documents related to monthly financial statements, including, but not limited to, receipts, invoices, order forms and check requests.

- Coordinates documenting of purchases and completion of annual inventory of After-School Program equipment and supplies at each after school site. Files electronic and hard copies of inventory in onsite files and provides originals to CIS office.
- Exhibits a commitment to the values expressed in CIS mission and vision and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job.
- Maintains the confidentiality of all CIS related information.
- May occasionally participate in community awareness and public relations activities for CIS and the after school programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School Diploma with relevant experience; some college helpful.
- Ability to interpret, comprehend and transmit complex and detailed instructions in order to plan and perform job duties.
- Ability to pay close attention to and manage details while maintaining a focus on the big picture and longer-term goals.
- Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner.
- Requires experience with personal computers and proficiency using word processing software, spreadsheets, the internet, electronic mail, and databases.
- Excellent oral and written communication skills, as well as exceptional interpersonal skills.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.

[For immediate consideration, please submit a current resume and a letter of interest to: dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org)

The above is intended to describe the general content of and requirements for the performance of this job. It is not construed as an exhaustive statement of duties, responsibilities and requirements.